



EPLite Editing Line Item(s) Process Guide

This process guide provides instruction on the functional steps to edit line items on an eRequisition for users with Community Colleges and School Systems. To edit existing line items values or add additional line item information, such as accounting codes, users can edit the line item from the Summary page.

I. Editing a Single Line Item

1. Place a checkmark in the box beside the line item to edit and click **'Edit.'**

RQ16986918: test eRequisition Back to Catalog Submit Exit

Review your requisition, make changes as necessary, and submit the request for approval.

Summary Approval Flow

Title: test eRequisition

Pre-Encumbrance Status: Not Encumbered

On Behalf Of: * NCASRequester NCASR

Delay Purchase Until:

Buying Entity: * 13EG

Transmit To Supplier? ☒

My Labels: [Apply Label...](#)

Line Items (2) Show Details

No.	Type	Description	Supplier Part Number	Qty	Unit	Tax	Other	Price	Amount
<input checked="" type="checkbox"/>	1	Small Air Compressor		1	each	\$0.00 USD	\$0.00 USD	\$79.00 USD	\$79.00000 USD
<input type="checkbox"/>	2	Air Compressor Hose		1	each	\$0.00 USD	\$0.00 USD	\$4.00 USD	\$4.00000 USD

|

Total Cost: \$83.00000 USD Update Total

2. The **'Line Item Details'** page displays. All details related to this line item are shown on this page, where users may update the necessary information about this line item.
3. For EPLite entities, the **'Tax Rate'** field defaults to the value set by the entity but can be changed using the drop-down menu.



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4. **'Item Classification'** is set by commodity code and cannot be changed. A 'good' commodity code will set the Item Classification to 'Good' and a 'service' commodity code will set the Item Classification to 'Service.'

Note: The **'Inventory ID'** and **'Recycled Code'** fields are visible to SunPac users only.

Note: The fields that can be edited by a user are determined by the line item type (non-catalog, catalog, punchout or eQuote).

NCE-Procurement @your service A R I B A * SPEND MANAGEMENT Home | Help * | Logout
Welcome NCASRequester NCASRequester

Create Search Manage Recent Preferences

RQ16986918: test eRequisition [OK] [Cancel]

This is a summary of the item you selected. Change any editable field and save your changes.

LINE ITEM DETAILS

No.:	1
Description:	Small Air Compressor
Qty:	1
UOM:	each
Commodity Code:	* 025-10 - Compressor, E
Amount:	\$79.00000 USD
Price:	\$79.00 USD
Tax Rate:	Other
Tax Amount:	\$0.00 USD
Other Costs:	\$0.00 USD
Supplier:	100 Gardens, LLC
Location:	Dillworth [select]
Supplier Part Number:	
Recycled Content?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Item Classification:	Good
Contract Type:	Statewide
Contract:	* 031A: Air Conditioners,
Blanket Purchase?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Free-text fields, drop-down menus and radio buttons indicate that the field can be edited by a user.



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- Click the drop-down menu of the field that needs to be updated. If the appropriate choice is not displayed as a recent selection, select **'Search for more...'** to view the full list of available selections. Below, **'Commodity Code'** is used as an example.

The screenshot displays the 'LINE ITEM DETAILS' for item 1. The fields and their values are as follows:

Field	Value
No.:	1
Description:	Small Air Compressor
Qty:	1
UOM:	each
Commodity Code:	025-10 - Compressor, E
Amount:	0.00 USD
Price:	0.00 USD
Tax Rate:	Other
Tax Amount:	\$0.00 USD
Other Costs:	\$0.00 USD
Supplier:	100 Gardens, LLC
Location:	Dillworth [select]
Supplier Part Number:	
Recycled Content?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Item Classification:	Good
Contract Type:	Statewide
Contract:	031A: Air Conditioners, E
Blanket Purchase?	<input type="radio"/> Yes <input checked="" type="radio"/> No

The 'Commodity Code' field is highlighted with a dashed circle, and an arrow points from the 'Search for more...' option in the dropdown menu to a yellow callout box. The callout box contains the text: 'Enter information using the drop-down menus. If the desired value cannot be found in the list, click **'Search for more...'** to view a complete list of selections.'

- If **'Search for more...'** is selected, a pop-up window will appear. This pop-up window allows users to search for and select the appropriate information for the line item.



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- To select a value for the field that is being edited, click the **'Select'** button next to the appropriate value.

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Choose Value for Commodity Code

field: Name ID Search

Users can select which field to search using the drop-down menu.

Name	ID	Select
▼ All Commodities	ALL	Select
▶ 005-00 - ABRASIVES	005-00	Select
▶ 010-00 - ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES	010-00	Select
▶ 015-00 - ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.	015-00	Select
▶ 019-00 - AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES	019-00	Select
▶ 020-00 - AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)	020-00	Select
▶ 022-00 - AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS	022-00	Select
▼ 025-00 - AIR COMPRESSORS AND ACCESSORIES	025-00	Select
025-10 - Compressor, Bare Unit (Not Mounted or Powered), 15 HP and less	025-10	Select
025-20 - Compressor, Bare Unit (Not Mounted or Powered), over 15 HP	025-20	Select
025-30 - Compressor, Base or Tank Mounted, Electric Motor or Engine Driven, 15 HP and less; and Parts	025-30	Select
025-40 - Compressor, Base or Tank Mounted, Electric Motor or Engine Driven, Over 15 HP; and Parts	025-40	Select
025-43 - Compressor, High Pressure, All Sizes and Models	025-43	Select
025-45 - Compressor, Portable, Electric Motor or Engine Driven, 5 HP and less; and Parts	025-45	Select
025-50 - Compressor, Portable, Electric Motor or Engine Driven, over 25 CFM at 100 PSI; and Parts	025-50	Select
025-55 - Dryers, Desiccant Air	025-55	Select
025-60 - Filters, Air Gauges and Valves, Pressure Regulators, Shock Mounts, etc.	025-60	Select

Federal Award Number: (none selected)



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8. Users can also search for the appropriate value by typing directly in the associated field.

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Welcome NCASRequester NCASRequester

Create Search Manage Recent Preferences

RQ16986918: test eRequisition [OK] [Cancel]

This is a summary of the item you selected. Change any editable field and save your changes.

LINE ITEM DETAILS

No.: 1

Description: Small Air Compressor

Qty: 1

UOM: each

Commodity Code: air

Amount: \$79.00 USD

Price: Other

Tax Rate: \$0.00 USD

Tax Amount: \$0.00 USD

Other Costs: 100 Gardens, LLC

Supplier: Dillworth [select]

Supplier Part Number:

Recycled Content? ☐ Yes ☒ No

Item Classification: Good

Contract Type: Statewide

Contract: * 031A: Air Conditioners

Blanket Purchase? ☐ Yes ☒ No

If the correct choice does not appear as a recent selection, the user can type a value into the field and press the 'Enter' key to search based on what has been entered in the text field.



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9. Search results matching what the user typed into the field will appear in a pop-up window. Review the results and click **'Select'** next to the appropriate value.

ARIBA® SPEND MANAGEMENT

[Home](#) | [Help](#) | [Logout](#)

RQ16906918: test eRequisition
 This is a summary of the item you

LINE ITEM DETAILS

No.:
 Description:
 Qty:
 UOM:
 Commodity Code:
 Amount:
 Price:
 Tax Rate:
 Tax Amount:
 Other Costs:
 Supplier:
 Location:
 Supplier Part Number:
 Recycled Content?:
 Item Classification:
 Contract Type:
 Contract:
 Blanket Purchase?:
 Bid Number:
 Comments for Accounts Payable:
 Due-on Date:

ACCOUNTING - BY LINE
 Bill To:
 Payment Basis:

Choose Value for Commodity Code
 Field: Name

Name ↑	ID	
▼ 025-00 - AIR COMPRESSORS AND ACCESSORIES	025-00	<input type="button" value="Select"/>
025-10 - Compressor, Bare Unit (Not Mounted or Powered), 15 HP and less	025-10	<input type="button" value="Select"/>
025-20 - Compressor, Bare Unit (Not Mounted or Powered), over 15 HP	025-20	<input type="button" value="Select"/>
025-30 - Compressor, Base or Tank Mounted, Electric Motor or Engine Driven, 15 HP and less; and Parts	025-30	<input type="button" value="Select"/>
025-40 - Compressor, Base or Tank Mounted, Electric Motor or Engine Driven, Over 15 HP; and Parts	025-40	<input type="button" value="Select"/>
025-43 - Compressor, High Pressure, All Sizes and Models	025-43	<input type="button" value="Select"/>
025-45 - Compressor, Portable, Electric Motor or Engine Driven, 5 HP and less; and Parts	025-45	<input type="button" value="Select"/>
025-50 - Compressor, Portable, Electric Motor or Engine Driven, over 25 CFM at 100 PSI; and Parts	025-50	<input type="button" value="Select"/>
025-55 - Dryers, Desiccant Air	025-55	<input type="button" value="Select"/>
025-60 - Filters, Air Gauges and Valves, Pressure Regulators, Shock Mounts, etc.	025-60	<input type="button" value="Select"/>
025-70 - Moisture Separators, Non-Refrigerated	025-70	<input type="button" value="Select"/>
025-80 - Moisture Separators, Refrigerated	025-80	<input type="button" value="Select"/>
025-85 - Motors, Air Compressor	025-85	<input type="button" value="Select"/>
025-90 - Recycled Air Compressor Accessories and Supplies	025-90	<input type="button" value="Select"/>
▶ 031-00 - AIR CONDITIONING, HEATING, AND VENTILATING EQUIPMENT, PARTS AND ACCESSORIES (SEE CLASS 740 ALSO)	031-00	<input type="button" value="Select"/>
▶ 035-00 - AIRCRAFT AND AIRPORT EQUIPMENT, PARTS, AND SUPPLIES	035-00	<input type="button" value="Select"/>



10. Users can also edit accounting and shipping information on the **'Line Item Details'** page.
 11. For accounting and shipping information, editable fields are uniform across all types of line items.
 12. **Account Type** – Defaults to **'Expense'** and should not be modified.
 13. **Bill To** – Defaults from the user's profile but can be modified using the drop-down menu.
 14. **Account Code** – The appropriate Account Code should be entered in the free-text field.
- Note:** NC E-Procurement does not validate the account codes entered in the **'Account Code'** field, or encumber the purchase amount from the designated account code. All financial functions are still completed in the entity financial system.
15. **Ship To** – Defaults from the user's profile but can be modified using the drop-down menu.
 16. **Deliver To** – Defaults from the user's profile but can be modified using the free text field.
 17. **Need-by Date** – Enter the date for the items to be delivered if necessary.
 18. **Shipping Method** – Using the drop-down menu, select the appropriate shipping method.
 19. **FOB Code** – Select the FOB (Freight on Board) code using the drop-down menu.
 20. **Terms of Payment** – The Terms of Payment default to what has been selected under the **'Shipping - Entire eRequisition'** section on the Summary page. The appropriate Terms of Payment can also be set for each line item.
 21. Click **'OK'** to complete the line item edits.

The screenshot displays the 'ACCOUNTING - BY LINE ITEM' and 'SHIPPING - BY LINE ITEM' sections of the EPLite system. The 'Need-by Date' field in the shipping section is highlighted with a calendar icon. Three callout boxes provide instructions:

- Click calendar icon to set the appropriate **'Need-by Date.'**
- Comments can be added for a specific line item by clicking the **'Add Comment'** button.
- Attachments can be added for a specific line item by clicking the **'Add Attachment'** button.



II. Editing a Non-Catalog Item

1. When editing a non-catalog item, the following fields can be edited:

- Price
- Supplier Location
- Contract
- Commodity Code
- Tax Rate
- Bill To
- Ship To
- Need-by Date
- FOB Code
- Supplier
- Contract Type
- Blanket Purchase Order Indicator
- Bid Number
- Account Type
- Account Code
- Deliver To
- Shipping Method
- Terms of Payment

2. Supplier Location can be edited by clicking the **'Select'** link next to the **'Location'** field.

The screenshot shows the NCE-Procurement eRequisition system interface. The top navigation bar includes 'Home', 'Help', and 'Logout'. The main header displays 'ARIBA* SPEND MANAGEMENT'. The breadcrumb trail shows 'Home' > 'Create' > 'Search' > 'Manage' > 'Recent' > 'Preferences'. The page title is 'RQ16986918: test eRequisition'. Below the title, there is a summary message: 'This is a summary of the item you selected. Change any editable field and save your changes.' The 'LINE ITEM DETAILS' section is active, showing the following fields:

No.:	1
Description:	Small Air Compressor
Qty:	1
UOM:	each
Commodity Code:	* 025-10 - Compressor, E
Amount:	\$79.00000 USD
Price:	\$79.00 USD
Tax Rate:	Other
Tax Amount:	\$0.00 USD
Other Costs:	\$0.00 USD
Supplier:	100 Gardens, LLC
Location:	Dillworth [select]
Supplier Part Number:	
Recycled Content?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Item Classification:	Good
Contract Type:	Statewide
Contract:	* 031A: Air Conditioners, E
Blanket Purchase?	<input type="radio"/> Yes <input checked="" type="radio"/> No



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- Users can select which type of Contract is associated with the non-catalog line item using the **'Contract Type'** drop-down menu.

Note: Contract Type, Contract ID, and Bid Number must all 'match.' Users who encounter an error message after selecting a value from the drop-down menu may need to select **'Search for more...'** to find the appropriate value. This ensures that the Contract Type, Contract ID, and Bid Number combination on the eRequisition match the most current information in NCAS.

The screenshot displays the 'NCE-Procurement @your service' interface for editing a line item. The page title is 'SPEND MANAGEMENT' and the user is logged in as 'NCASRequester'. The breadcrumb trail shows 'Home > Home'. The main heading is 'RQ16986918: test eRequisition'. Below this is a summary message: 'This is a summary of the item you selected. Change any editable field and save your changes.' The 'LINE ITEM DETAILS' section contains the following fields:

- No.: 1
- Description: Small Air Compressor
- Qty: 1
- UOM: each
- Commodity Code: * 025-10 - Compressor, F
- Amount: \$79.00000 USD
- Price: \$79.00 USD
- Tax Rate: Other
- Tax Amount: \$0.00 USD
- Other Costs: \$0.00 USD
- Supplier: 100 Gardens, LLC
- Location: Dillworth [select]
- Supplier Part Number:
- Recycled Content? ☐ Yes ☒ No
- Item Classification: Good
- Contract Type: Statewide
- Contract: * Statewide
- Blanket Purchase?

The 'Contract Type' dropdown menu is highlighted with a dashed circle, showing options: Statewide, No, Statewide, Agency Specific, and IT Convenience. The 'Contract' field is also highlighted with a dashed circle, showing a search icon and a dropdown arrow.

- When a Contract Type is selected, the **'Contract'** field appears. Depending on the Contract Type it will appear as a drop-down menu or a free-text field. The Contract Type has been set to **'Statewide'** in the example below.



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5. Select the down arrow from the '**Contract**' drop-down menu. If the appropriate Contract ID is not displayed as a recent selection, choose '**Search for more...**' to view the full list of available contracts.

The screenshot shows the 'LINE ITEM DETAILS' form in the NCE-Procurement system. The form is for a test eRequisition (RQ16986918). The 'Contract' field is highlighted with a dashed circle, and a dropdown menu is open showing '031A: Air Conditioners, Room' and 'Search for more...'. The form includes fields for No., Description, Qty, UOM, Commodity Code, Amount, Price, Tax Rate, Tax Amount, Other Costs, Supplier, Location, Supplier Part Number, Recycled Content?, Item Classification, Contract Type, Contract, Blanket Purchase?, and Bid Number.

6. If '**Search for more...**' is selected, the '**Choose Value for Contract**' pop-up window will appear. This pop-up window allows users to search by contract name and select the appropriate contract.



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7. To add a Contract to the line item, click **'Select'** next to the appropriate value.

The screenshot displays the NCE-Procurement ARIBA SPEND MANAGEMENT interface. On the left, the 'LINE ITEM DETAILS' section shows information for requisition RQ16986918, including item number 1, description 'Small Appliances', quantity 1, UOM 'each', commodity code '025-10', amount '\$79.0000', price '\$79.00', tax rate 'Other', tax amount '\$0.00', other costs '\$0.00', supplier '100 Gar', location 'Dillworth', and contract type 'Statewide'. The 'Contract' field is set to '031A: A'. A modal dialog titled 'Choose Value for Contract' is open, showing a search field for 'Contract Name' and a list of contract options. The '045A: Appliances, Domestic' option is highlighted with a dashed circle. The dialog also includes 'OK', 'Cancel', and 'Done' buttons.

Contract Name	Select
(no value)	Select
001A: Correction Enterprises Products. Pursuant to G.S. 148-134	Select
020E: Riding Slope Mowers	Select
031A: Air Conditioners, Room	Select
031B: Filters, Air (HVAC)	Select
035A: Automatic Weather Observation System (AWOS)	Select
045A: Appliances, Domestic	Select
055A: Covers Seat School Bus	Select
060A: Automotive Industrial Parts and Supplies	Select
060B: Batteries Storage	Select
060C: Filters, Oil and Air, Automotive	Select
065A: Bodies Truck Automotive	Select
065C: Dump Truck Bodies	Select
070A: 2013 Model Year Passenger Vehicles	Select
070B: 2013 Model Year Law Enforcement Vehicles	Select
070G: 2013 Model Year Trucks, Vans, Utility Vehicles, Crossovers-Conventional Fuels and AFVs	Select
070L: Conversion & Lift Vans	Select
070N: Neighborhood Electric Vehicles	Select
070P: Golf Cars	Select



III. Editing a Catalog Item

1. When editing a catalog item, the following fields can be edited:

- Supplier Location
- Account Type
- Account Code
- Ship To
- Need-by Date
- FOB Code
- Tax Rate
- Bill To
- Center
- Deliver To
- Shipping Method
- Terms of Payment

Note: Users with the Purchasing Agent role can edit the price on a catalog line item. Prices on catalog items can only be decreased. If the catalog data is incorrect, please also contact the NC E-Procurement Helpdesk at (888) 211-7440 Option 1, or email ephelpdesk@its.nc.gov, so that the issue can be researched.

2. **Additional Data** – When an eRequisition line item is a BForm (Business Form), the additional information for that line item (e.g., color, size) will display in the **'Additional Data'** field. The selection in this field can be edited by clicking on the linked value that appears.

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Welcome NCASRequester NCASRequester

Create Search Manage Recent Preferences

RQ16986918: test eRequisition OK Cancel

This is a summary of the item you selected. You can change any editable field. Click OK to save your changes.

LINE ITEM DETAILS

No.: 1
Description: Computer Table with Flip Top Wire Management - Unitized Welded Steel Frame with 4 adjustable legs and fully welded frame below top - 30"W x 30"D x 23"-35"H
Qty: 1
UOM: each
Commodity Code: * 420-84 - Schoolroom Furnitu...
Amount: \$378.00000 USD
Price: \$378.00 USD
Tax Rate: Other
Tax Amount: \$0.00 USD
Other Costs: \$0.00 USD
Supplier: BLANKENSHIP ASSOCIATES INC
Location: BLANKENSHIP ASSOCIATES INC [select]
Supplier Part Number: 23.3305.6**000
Recycled Content?: No
Item Classification: Good
Contract Type: Statewide
Contract: * 420B: Furniture Classroom Metal
Bid Number: 801277 - Furniture, Classroom, Metal
Comments for Accounts Payable Attention:
Due-on Date:
Additional Data: [Computer Furniture Options](#)

'Description,' 'UOM,' 'Price,' 'Commodity Code,' and 'Supplier' fields are not editable for catalog line items.

Click on the 'Additional Data' link to view more information for the catalog item.



IV. Editing a Punchout Catalog Item

1. When editing a punchout catalog item, the following fields can be edited:

- Supplier Location
- Tax Rate
- Bill To
- Ship To
- Need-by Date
- FOB Code
- Commodity Code
- Account Type
- Account Code
- Deliver To
- Shipping Method
- Terms of Payment

Note: Changes to the Quantity field must be made within the supplier's punchout catalog. Users can click the **'Edit'** link to punch back out to the supplier's catalog and make any changes.

Home | Help | Logout

ARIBA* SPEND MANAGEMENT

Home Create Search Manage Preferences

RQ16986918: test eRequisition OK Cancel

This is a summary of the item you selected. Change any editable field and save your changes.

LINE ITEM DETAILS

No.: 1
Description: IBM BladeCenter
Qty: 1
UOM: each
Commodity Code: * 204-64 - Network Comp
Amount: \$3,056,76000 USD
Price: \$3,056.76 USD
Tax Rate: Other
Tax Amount: \$0.00 USD
Other Costs: \$0.00 USD
Supplier: IBM - MICROCOMPUTERS (204A)
Location: IBM CORPORATION [select]
Supplier Part Number: 86773TU
Recycled Content? No
Item Classification:
Contract Type:
Contract:
Bid Number:
Comments for Accounts Payable Attention:
Due-on Date:

'Description,' 'UOM,' 'Price,' and 'Supplier' fields are not editable for punchout catalog line items.

Click 'Edit' to return to the punchout catalog to update the quantity.

[Edit this Punchout Catalog Item](#)



V. Editing an eQuote Line Item

1. When editing an eQuote line item, the following fields can be edited by a user:

- Contract Type
- Commodity Code
- Account Type
- Account Code
- Deliver To
- Shipping Method
- Terms of Payment
- Contract
- Tax Rate
- Bill To
- Ship To
- Need-by Date
- FOB Code

Note: After an eQuote is awarded, the commodity code is defaulted to '**Awarded eQuote**' and must be updated.

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Create Search Manage Recent Preferences

RQ16906918: test eRequisition OK Cancel

This is a summary of the item you selected. Change any editable field and save your changes.

LINE ITEM DETAILS

No.: 5
Description: eQuote test item
Qty: 1
UOM: each
Commodity Code: 204-64 - Network Comp
Amount: \$30.00000 USD
Price: \$30.00 USD
Tax Rate: Other
Tax Amount: \$0.00000 USD
Other Costs: \$0.00000 USD
Supplier: 123 EZ Tees, Inc
Location: 123 EZ Tees, Inc [select]
Supplier Part Number: DefaultSupplierPartId
Recycled Content?: No
Item Classification: Good
Contract Type: No
Bid Number: (none selected)
Comments for Accounts Payable Attention:
Due-on Date:

[Edit this Punchout Catalog Item](#)

'Commodity Code' defaults to '**Awarded eQuote**' and must be changed.

Click '**Edit**' to return to the eQuote request to select a different supplier.



VI. Mass Edit Functionality

When creating an eRequisition with multiple line items, users can mass edit eRequisition line items to set the same values for multiple lines. Not all fields are available for mass editing. Users will find this feature helpful when setting account codes. Commodity codes can also be changed using the mass edit function as long as the items being edited are non-catalog items.

During Mass Edit, the sample line item is determined based on the following order of the line item type: Catalog, Punch-out, eQuote, Non-Catalog. Users will only be able to edit the fields associated with the sample item according to the chart below.

Editable Fields by Sample Line Item Type				
Field	Non-Catalog	Catalog	Punchout	eQuote
Supplier	X			
Supplier Location	X	X	X	X
Contract Type	X			X
Contract	X			X
Blanket Purchase Order Indicator	X			
Commodity Code	X		X	X
Quantity				
Price				
Tax Rate	X	X	X	X
Account Type	X	X	X	X
Bill To	X	X	X	X
Account Code	X	X	X	X
Ship To	X	X	X	X
Deliver To	X	X	X	X
Need-by Date	X	X	X	X
Shipping Method	X	X	X	X
FOB	X	X	X	X
Terms of Payment	X	X	X	X



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1. To mass edit line items, place a check in the checkbox beside each line item to be edited and click the 'Edit' button.

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@your service Home Welcome NCASRequester NCASRequester

Create Search Manage Preferences

RQ16906918: test eRequisition Back to Catalog Submit Exit

Review your requisition, make changes as necessary, and submit the request for approval.

Summary Approval Flow

Title: Test Requisition

Pre-Encumbrance Status: Not Encumbered

On Behalf Of: * NCASRequester NCASR

Delay Purchase Until:

Buying Entity: * 13EG

Transmit To Supplier? ☒

My Labels:

Line Items (2) Show Details

<input checked="" type="checkbox"/>	No.	Type	Description	Supplier Part Number	Qty	Unit	Tax	Other	Price	Amount
<input checked="" type="checkbox"/>	1		Award, 5 Year, Ballpoint pen has a click-top ...	SNC8001	1	each	\$0.00 USD	\$0.00 USD	\$9.59 USD	\$9.59000 USD
<input checked="" type="checkbox"/>	2		Test non-catalog item		1	each	\$0.00 USD	\$0.00 USD	\$35.00 USD	\$35.00000 USD

|

Total Cost: \$44.59000 USD

2. During Mass Edit, the sample line item is determined based on the following order of the line item type: Catalog, Punchout, eQuote, Non-Catalog. Users will only be able to edit the fields associated with the sample item, as described in the chart at the beginning of this section. The screenshot on the next page shows the mass edit functionality when both a non-catalog item and a catalog item are selected for editing.

Note: Some changes made during a mass edit do not apply to all line items. For instance, if the supplier location has been updated for two line items with different suppliers, the edit is only applied to the sample line item because the selected location is invalid for the other line item.

3. Edit the necessary fields.



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- Click **'Next'** to review the mass edit changes.

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RQ16906918: test eRequisition

You have chosen to edit multiple items. The changes you make to the sample item apply to all selected items. Modify the necessary fields and review your changes.

[Edit Items](#) [Review](#)

eRequisition item 1 is used as the sample item for mass edit.

LINE ITEM DETAILS

Supplier: C.A. Short Company
Location: C.A. SHORT COMPANY [select]
Contract Type: Statewide
Contract: * 080A: Awards, Service and Retirement
Blanket Purchase?: No
Commodity Code: 080-65 - Service Awards, Sp...
Bid Number: 800112 - Awards, Service and Retirement
Tax Rate: Other

ACCOUNTING - BY LINE ITEM

Bill To: * [dropdown]
Payment Basis: * Receipt
Federal Award Number: [none selected]

'Description,' 'UOM,' 'Price,' 'Commodity Code,' and 'Supplier' fields are not editable because the catalog item is used as the sample item.

Note: The mass edit functionality uses line item 1 as a sample item for the mass edit only if all of the line items are of the same type. Users edit the necessary fields on the sample line item. When done editing, the changes made against the sample line item will be applied to qualifying line items.

- Review the modified fields and click **'Done'** to complete the mass edit and apply the changes.

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These are the fields you have modified. Confirm the changes or cancel making changes.

[Edit Items](#) [Review](#)

eRequisition item 1 is used as the sample item for mass edit.

Old Value	New Value
Accounting	
Bill To: 13PT	Bill To: 13PT
Payment Basis: Receipt	Payment Basis: Receipt
Federal Award Number: [no value]	Federal Award Number: [no value]
Entity: 13	Entity: 13
Company: [redacted]	Company: [redacted]
Account: [redacted]	Account: [redacted]
Center: [redacted]	Center: [redacted]
Multi Year Indicator: Unspecified	Multi Year Indicator: Unspecified
Project Company: Unspecified	Project Company: Unspecified
Project Code: Unspecified	Project Code: Unspecified

[Prev](#) [Done](#) [Cancel](#)